

By-Laws

SAN DIEGO COUNTY 4-H COUNCIL VOLUNTEER MANAGEMENT ORGANIZATION

Article I Membership

Section 1 -- Introduction

Membership in this 4-H Volunteer Management Organization (hereafter referred to as "4-H VMO") shall be active, ex-officio and honorary, and open to all persons without regard to race, color, national origin, religion, sex or economic status.

Section 2 -- Categories, Qualifications and Designations

A. Active Membership

1. All 4-H volunteers who are certified and actively serving in administrative, assistant, project or activity capacities in the promotion and operation of the 4-H youth program shall be active members of the County 4-H VMO.
2. Senior 4-H members (9th grade or 14 by January 1st of program Year – till no longer eligible for membership) shall be eligible to be active members of the 4-H VMO. Each 4-H unit (generic term for chartered 4-H group) shall elect at least one member; the 4-H VMO shall have the authority to accept as many eligible youth as it deems appropriate. All 4-H members who are eligible or accepted shall participate as 4-H VMO members with full voting rights, but shall not serve as adult 4-H volunteers or agents of the University of California.

B. Ex-Officio Membership

The Regional Director, County Director and 4-H Youth Development Advisor or 4-H Program Representative serving the county shall be ex-officio members of the VMO. No designation shall be necessary.

C. Honorary Membership

Any person who is not an active or ex-officio member, and who has made an outstanding contribution to the 4-H Youth Development Program (hereafter referred to as "YDP") may be an honorary member at the discretion of the VMO. Honorary membership shall be designated by the issuance of a certificate by the County 4-H VMO and County Director.

Section 3 -- Limitations, Privileges and Responsibilities of Volunteers

- A. Adults, 18 years of age or older, who have completed the University of California Cooperative Extension 4-H screening and orientation process may become 4-H volunteers. Appointment as a 4-H volunteer shall be designated by issuance of an appointment card by the University of California Cooperative Extension County Director. Such appointments shall continue with annual renewal or until terminated by the volunteer or by the Cooperative Extension County Director.
- B. Active members of the 4-H VMO except 4-H members shall be regarded as agents of the University of California. As such, active members shall be entitled to protection for actions relating to official 4-H activities and duties under the University's general personal injury and property damage liability policy. This protection is in force as long as the volunteer's appointment is current, and they conform to and comply with the policies of the University of California 4-H YDP when engaging in 4-H VMO activities.
- C. Ex-officio and honorary members of the 4-H VMO shall have the right to express opinions on any matters under discussion, but shall not be entitled to a vote.
- D. Adult Leader - Agents between 18 & 24 may not participate as chaperones at county events.

**Article II
Officers**

Section 1 -- Members

The officers of the County 4-H VMO shall consist of a President, Vice-President(s), Secretary(ies), Treasurer(s), Reporter, and such others, as the 4-H VMO deems necessary. These officers will make up the Executive Committee.

Section 2 -- Eligibility and Term of Office

Only active adult volunteers of the County 4-H VMO or 4-H members 16 years of age by January 1st of program year shall be eligible to hold office. The term of elected office will be from the first County council meeting in August to newly elected officers take over in August of the following year. An office shall not be held by the same person for more than two consecutive years. Elections should be held at the end of the 4-H year.

Officers can be removed if they miss two consecutive meetings unexcused or fail to do their duties, as determined by VMO

Section 3 -- Duties of Officers

A. President

It shall be the duty of the President to:

- Preside over all regular and special meetings of the county 4-H VMO.
- Serve as ex officio member of all committees of the county 4-H VMO and appoint the members of such committees.
- Call special meetings when necessary and in concurrence with the county 4-H YDP staff.
- Prepare Executive Committee and county VMO meeting agendas in consultation with the county 4-H YDP staff.
- Have signature authority on the 4-H VMO checking account and savings account.
- Have voting rights when a motion is on the floor and results in a tie vote.

B. Vice-President.

It shall be the duty of the Vice President to:

- Preside at all meetings in the absence of the President.
- To succeed to the office of President if that office should become vacant between elections.
- Serve as Chairman of the VMO Program Committee.
- Have signature authority on the 4-H VMO checking account and savings account.
- Chairs nominating committee
- Is in charge of programs at county council meetings

C. Secretary

It shall be the duty of the Secretary to:

- Record the full and complete minutes of all meetings of the VMO, and assist with any and all correspondence as directed by the President. Motions made during the meeting and the result thereof should be accurately documented and recorded.
- Provide a set of all VMO minutes to the county University of California Cooperative Extension Office the week following each VMO meeting. These minutes will be made available to the membership at large with no exceptions.
- Keep a record of those present at the VMO meeting (units and other individuals).
- Have signature authority on the 4-H VMO checking account and savings account.

D. Treasurer

It shall be the duty of the Treasurer to:

- Keep accurate financial records, copies of invoices bills, etc., relating to the funds and property of the 4-H VMO, accounting fully for all receipts and expenditures.
- Receive, record and deposit all funds in a regulated bank or similar financial institution to the account established for the 4-H VMO.
- Pay bills and make other authorized expenditures provided for in the budget or otherwise approved by the VMO.
- Secure authorization by the VMO for disbursement of all funds.
- Comply with all University of California financial policies and procedures as outlined in the 4-H Handbook.

- Furnish financial reports annually at year-end and at such times as required by the VMO and the County Director. Financial reports should include a Statement of Financial Position (balance sheet), a Statement of Revenues and Expenses (income statement), and a list of tax identification numbers used in the County VMO system/program.
- Act as custodian of all funds and personal property of the VMO, and keep a current list of all such property.
- Prepare all financial records for an annual audit or peer review in accordance with University of California procedures.
- Prepare and file all reports required by federal, state and local governmental agencies, including the Internal Revenue Service, California State Franchise Tax Board, State Attorney General, and the State Board of Equalization, where and when applicable.
- Forward annual financial reports to the County Director or designee at the close of the 4-H program year and no later than September 30th.
- Have signature authority on the 4-H VMO checking account and savings account.

E. Reporter

It shall be the duty of the Reporter to:

- Provide external communications with media, i.e., radio, newspapers, etc.
- Provide internal communications via a county 4-H newsletter with members, participants, volunteers and staff, regarding 4-H VMO activities.
- Provide training, support and assistance to 4-H unit reporters and historians in the visibility and public relations area.

Section IV - Executive Committee

- A. By majority vote of those present at a regular meeting, the VMO will determine whether it will conduct business by Executive Committee for the current year. If it is so determined, the Executive Committee will consist of the VMO officers of the current 4-H program year, the organizational unit volunteers, district or area coordinators, and two senior 4-H members. Each member shall have one vote. The 4-H YDP staff and County Director shall be ex-officio members.

B. Duties of Executive Committee

It shall be the duties of the Executive Committee to:

- Consider and recommend to the county VMO policies related to state policies and other policies governing the county and local 4-H programs. After policies are approved by the VMO, they should be entered in a policy book.
- The Executive Committee may be authorized to act for the VMO in making decisions when immediate action relating to the local 4-H program is necessary. Any major action of the Executive Committee should be subject to the approval of the VMO at its next regular meeting.
- The Executive Committee may assist the president in arranging the agenda for the VMO meetings; the appointment of committees, and such other matters as may

facilitate the orderly and efficient operation of the county VMO and the county 4-H program.

C. Executive Committee Quorum.

A quorum is three (3) elected members of Executive Committee. Organizational Unit Volunteers of each chartered unit shall be allowed one vote on Executive Committee issues, but shall not be included when determining whether a quorum is present.

Article III Elections

Section 1 -- Nominations

The Vice-President shall chair the nominating committee.

The nominating committee shall nominate officers of the VMO. Additional nominations shall be called for from the floor before balloting begins.

Section 2 -- Balloting

Elections shall take place by written ballot unless the 4-H VMO by majority vote of those present specifies otherwise. Balloting shall be limited to active members. The person receiving a plurality of the votes cast for each office shall be declared elected.

Article IV Meetings

Section 1 -- Regular Meetings

There shall be at least one (1) regular meeting of the 4-H VMO each program year. These meetings shall be held the 1st Monday of the month, unless otherwise specified by a two-thirds (2/3) vote of all units represented (one vote per unit).

Section 2 -- Special Meetings

The President, acting in concurrence with the 4-H YDP staff, may call special meetings at any time.

Section 3 -- Training Meetings

No 4-H VMO business shall be transacted at training meetings unless the VMO so directs.

Section 4 -- Meeting Notices

Notices of all meetings of the VMO shall be sent to volunteers by or in conjunction with 4-H YDP staff. No meetings or VMO business shall be transacted without a majority of the VMO or a majority of the Executive Committee being present.

Section 5 -- Agenda

The agenda of each regular or special VMO meeting shall be prepared jointly by the President and the 4-H YDP staff.

Section 6 -- Attendance

No meetings of the 4-H VMO or its committees shall be secret. Honorary members, parents, 4-H members who are not active members of the VMO as defined in Article I, Section 3, and other visitors may attend VMO meetings, may express opinions, but shall not be entitled to vote.

Section 7 – Quorum for VMO Regular & Special Meetings

A quorum at regular and special meetings of the VMO shall consist of those active members who attend the meeting, provided the meeting has been properly called and unless otherwise specified in the bylaws.

Section 8 – Roberts Rules of Order

Roberts Rules of Order shall govern the meetings.

**Article V
Finances**

Section 1-- VMO Funds

Use of 4-H VMO funds must be in accordance with the University of California policies and 4-H YDP mission and core values as interpreted by the 4-H YDP staff. (See 4-H Handbook, Section 700.) The county 4-H office will be the legal mailing address for the County VMO.

Section 2 -- Money-Raising Activities

All money-raising activities for the VMO, for Committees and for individual 4-H units shall be in compliance with the policies of the University of California, and federal, state and local laws and regulations. Particular care shall be exercised in the use of the 4-H name and emblem. Use of the 4-H name and emblem on articles sold for profit and in solicitations for commercial enterprises in the name of the 4-H program must be approved by the State 4-H YDP Director. Lotteries and raffles shall not be used for fund-raising purposes.

Section 3 --Taxes

The VMO shall comply with all University of California policies and procedures, as well as all federal, state and local laws relative to property and income taxes, and shall require all committees and individual 4-H units and groups to follow similar procedures.

Section 4 -- Employment

The VMO and its subsidiary agencies shall comply with federal and state laws and regulations regarding employment.

Section 6 – Contracts

The VMO may not commit the University to any contractual obligations.

Section 7 – Assets

Assets received or raised by the VMO must be utilized in the delivery of the county 4-H YDP and are under the administrative purview of the University of California. Investments must follow University of California policies and procedures.

Section 8 – Disbanding of VMO

In the event the San Diego County 4-H Council VMO is disbanded, all assets (including equipment, property, bank accounts, etc.) remain the property of the University of California and shall be transferred to the County Director, Regional Director or the 4-H Program Director as appropriate. The administrator will hold the assets in escrow for up to three years before distributing the assets for development of other 4-H programs in the county.

Section 9 – Disbanding of 4-H Units

In the event a chartered 4-H unit is disbanded, all assets (including equipment, property, bank accounts, etc.) shall be transferred to the county 4-H VMO to be held in escrow for three years before distributing the assets for development of other 4-H programs in the county.

**Article VI
Committees**

Section 1

The VMO may establish committees such as Program, Finance, Fairs and Shows, Awards, Leadership Development, and such other committees as it considers necessary.

Section 2

The VMO President and/or Executive Committee shall appoint all members of the committees and name the chair of each committee. All committees should adhere to the mission, core values and policies of the University of California 4-H YDP when planning educational events and activities. When possible, senior members should be appointed.

Section 3

Committees must be given clear, definite instructions about their duties or assignments, how long they are to take, and to whom, when and what they are to report. In carrying out their assignments, they should accurately interpret their jobs from instructions given in the by-laws, from recorded minutes of meetings, or from suggestions of the VMO president and/or 4-H staff.

Section 4

Committees should keep the VMO informed monthly by giving written reports as to their plans, what they are doing, and how they are functioning.

Section 5

Committees should coordinate all activities through the 4-H VMO and the 4-H YDP staff. County 4-H YDP staff and the County Director have final authority for the administration and operation of the county 4-H program.

Article VII Amendments

Section 1 -- Procedure

Amendments to the By-Laws may be made by the 4-H VMO with approval by the 4-H staff and the County Director providing they do not depart from the intent of the Constitution and By-Laws as herein stated, and provided they do not change any of the required sections. All changes to required sections, must be submitted by the County Director to the State 4-H Program Director, for legal interpretation by the Office of the General Counsel of the University of California before final approval of the VMO. Amendments shall be read at a regular meeting or special meeting of the VMO one month in advance of final action, or shall be sent in a letter to every member at least one week before final action. All revisions must be filed with the county and state 4-H Office.

Section 2 -- Voting

Amendments to the By-Laws may be passed by a two-thirds vote of the active members present, providing the above procedure has been followed.

Article VIII Special Amendments

[This section may be used to detail more restrictive policies established by the county 4-H VMO relative to finances, end of the year completion, participation in local events and activities, All Star, Emerald Star and other county awards, etc. This section may also be used to set voting criteria relative to important policies and debated issues, i.e., one vote for unit.]

Article IX Adoption

Section 1

The adoption of these By-Laws shall be concurrent with the adoption of the Constitution of the VMO. The effective date shall be upon the approval of the 4-H VMO and that date shall be stamped on each page of the By-Laws.

4-H VMO President

4-H YDP Staff

County Director

State 4-H YDP Director